

Section J.6

Workload Estimate

The historical estimates that follow represent DFAS Security Assistance Accounting functions based on a period of one year. The workload estimates focus on the performance-based requirements previously stated in the Performance Work Statement, Section C. Table J-6.1 provides historical workload data, Table J-6.2 offers the historical workload count detail, and Table J-6-3 supplies estimated travel requirements based on historical data.

Table J-6.1 Workload Estimate

PWS Paragraph Reference	Measure	Work Count
C-5.1.1	Policy, Procedures, and FMFIA Compliance	
C-5.1.1	Number of guidance/policy implementations	578.6
C-5.1.1	Number of Plans and Initiatives	3
C-5.1.1	Number of Audits	276
C-5.1.1	Number of reports	6,872
C-5.1.1	Number of one-time studies	120
C-5.1.1	Number of special projects	179
C-5.1.1	Number of policy evaluations	710.4
C-5.1.2.1	Corporate Financial Accounting, Reporting, and Reconciliation	
C-5.1.2.1	Number of transactions	219,046
C-5.1.2.1	Number of reconciliations	27,395
C-5.1.2.1	Number of reports	43,420
C-5.1.2.1	Number of Actions/Events	27,274
C-5.1.2.2	Departmental Financial Accounting, Reporting, and Reconciliation	
C-5.1.2.2	Number of transactions	584,292
C-5.1.2.2	Number of reconciliations	1,074
C-5.1.2.2	Number of reports	12,028
C-5.1.2.2	Number of financial instruments prepared	420
C-5.1.2.2	Number of Air Force Departmental Accounting Records maintained	48,338
C-5.1.2.2	Number of actions/events	2,316

PWS Paragraph Reference	Measure	Work Count
C-5.1.2.3	Installation Financial Accounting, Reporting, and Reconciliation	
C-5.1.2.3	Number of transactions	528,360
C-5.1.2.3	Number of reconciliations	14,772
C-5.1.2.3	Number of reports	2,254
C-5.1.2.3	Number of actions/events	92,592
C-5.1.2.3	Number of vouchers	440
C-5.1.2.3	Number of reviews	552
C-5.1.3	Cash Management Accounting	
C-5.1.3	Number of transactions	228,956
C-5.1.3	Number of online payments/collections	11,554
C-5.1.3	Number of standard billing statements	768
C-5.1.3	Number of non-standard billing statements	88
C-5.1.3	Number of reconciliations	10,080
C-5.1.3	Number of reports	69,550
C-5.1.4	Administration	
C-5.1.4	Number of presentations	816
C-5.1.4	Number of plans and initiatives	15,164
C-5.1.4	Number of Inventories	1
C-5.1.4	Number of Administration Tasks	68,256
C-5.1.4	Number of Personnel Actions/Reports	816
C-5.1.5	Customer Relationship Management	
C-5.1.5	Number of customer visits/liaison meetings	169
C-5.1.5	Number of customer problems	24
C-5.1.5	Number of financial accounting guidances	4,613.4
C-5.1.5	Number of customer requests	82,778
C-5.1.5	Number of Reports	634
C-5.1.6	Systems Definition, Assistance, and Management	
C-5.1.6	Number of functional tests	90
C-5.1.6	Number of software approvals	53
C-5.1.6	Number of software changes	38

PWS Paragraph Reference	Measure	Work Count
C-5.1.6	Number of data retrievals/requests	2,353
C-5.1.6	Number of SCRs	136
C-5.1.6	Number of Reports	7
C-5.1.6	Number of Access Tasks	2,594
C-5.1.7	Delivery Reporting	
C-5.1.7	Number of transactions	1,505,493
C-5.1.7	Number of delivery report exception errors	150
C-5.1.7	Number of Corrections	100
C-5.1.7	Number of Reports	684
C-5.1.8	Case Closure	
C-5.1.8	Number of closures	1,884
C-5.1.8	Number of Transactions	1,333.2
C-5.1.8	Number of TFRs	4,154
C-5.1.8	Number of research/validation tasks	847
C-5.1.8	Number of lines reconciled	4,945
C-5.1.8	Number of reports	1,531
C-5.1.8	Number of reconciled cases	888
C-5.1.8	Number of adjustments	48
C-5.1.8	Number of lines certified	666

Table J-6.2 Workload Count Detail

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
C-5.1.1	Policy, Procedures, and FMFIA Compliance				
C-5.1.1	Number of guidance/policy implementations			578.6	
	Coordinated actions for Army FMS policy/procedures	Yearly	30	30	Actions
	Determined Internal control implicated as reflected in DOD FMR, DOD 7000.14-R (Security Assistance Policy and Procedures), DOD 5105.38-M (Security Assistance Management Manual) and other applicable Security Assistance policy and regulations	Yearly	88	88	Critical Control Processes
	Coordinated Mission Relocation (Physical Army Accounting Consolidation)	3 years	1	0.3	Events
	Coordinated Improved Processes for Army OPLOC Consolidation Support	3 years	1	0.3	Events
	Approved improved processes for process reengineering	Yearly	18	18	Processes
	Procedures/Guidance to Network by telephone, email, or memo. Regulatory update DFAS-IN 37-1.	Yearly	1	1	Responses
	A strategic plan for Army/Navy (IB)	Yearly	4	4	Plans
	Completed drafts/comments to DoD 7000.14-R Vol. 15 policy.	Yearly	1	1	Estimates From Performing Activities
	Reviewed policy guidance for consistence that will be provided to Military Departments (MILDEPs) and external auditors as requested.	Monthly	8	96	Policies
	Coordinated policy and procedural requirements DoD FMR, DoD 7000.14-R (Security Assistance policy and procedures), DoD 5105.38-M (Security Assistance Management Manual) and other applicable Security Assistance policy and regulations.	Monthly	2	24	Policies
	Coordinated policy and procedural requirements DoD FMR, DoD 7000.14-R (Security Assistance policy and procedures), DoD 5105.38-M (Security Assistance Management Manual) and other applicable Security Assistance policy and regulations.	Yearly (As Required)	30	30	Policies
	Written changes to regulations, policy or procedures. Interpretation to office peers	Yearly	10	10	Changes
	Resolved discrepancies for corporate accounting and financial management policies	Weekly	5	222	Reviews
	Results of review for corporate policy	Monthly	3	36	Reviews
	Policy comments for Corporate international customer accounting	Monthly	1	12	Reviews
	Policy guidance provided to MILDEPs and external	Yearly (As	6	6	Policies

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	auditors as requested.	Required)			
C-5.1.1	Number of Plans			3	
	Business plan	Yearly	1	1	Directorate Plan
	Mission statement	Yearly	1	1	Mission Statement
	Report of strategic plan	Yearly	1	1	Directorate Strategic Plan
C-5.1.1	Number of Audits			276	
	ORP Testing, flowcharts, internal control inventories, and checklists.	Yearly (As required with annual report)	160	160	Statements
	Response to audit findings	Yearly	1	1	Findings
	Data to auditors	Yearly	25	25	Requests
	POC for external auditor and staff visits to DFAS-DE/I cover auditor entrance in briefs, arrange conference rooms for meeting between DFAS-DE/I management and external auditors (date, time and location) and subject areas to be audited.	Yearly	20	20	Outside Audit Visits
	Audit liaison maintained between DFAS-DE/I management and external auditors for the relief of Security Assistance statistical data in response to audit requests as provided by telephone, fax or e-mail.	Yearly	70	70	Audit Meetings
C-5.1.1	Number of reports			6,872	
	Strategic plan for Corporate international customer account	Yearly	1	1	Plans
	Research & analysis performed for accounting and financial management	Daily	5	1,110	Cases
	Accounting regulations for corporate policy	Bimonthly	6	36	Requests
	Standard Operating Procedures (SOPs), external SA policy	Bimonthly	6	36	Requests
	FMFIA Statement of assurance requirements of FMFIA act of 1982	Yearly	1	1	Reports
	Management information reports for quality assurance programs	Quarterly	1	4	Reports
	Audit reports (FMFIA)	Yearly	8	8	Reports
	Organizational chart	Quarterly	6	24	Charts
	Meaningful input to strategic plan for Corporate international customer account	Bimonthly	1	6	Reports

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Management indicator reports for DSCA/DFAS operations, EIMS charts PKT for center director, etc.	Monthly	30	360	Reports
	Met management goals and objectives	Monthly	1	12	Reports
	Operational Review Program (ORP) Reports	Monthly, Quarterly (As Required)	1	18	Reports
	Adhoc reports for Non-FMS international accounts rec.	Monthly	1	12	Reports
	DFAS-DE/I status follow-up report requested on audit findings and recommendations by letters and memo's	Monthly	6	72	Reports
	Coordinated Corporate policy and procedure information	Weekly	1	44.4	Reports
	Coordinated policy and procedure information for Corporate policy	Monthly	1	12	Reports
	Completed analysis and reports on miscellaneous projects	Monthly	3	36	Reports
	Coordinated policy and procedure information for Corporate Accounting and Financial Management Policies	Monthly	5	60	Reports
	Updated report for program management review (Corporate international customer account)	Yearly	1	1	Reports
	Valid problem disbursement report for Corporate International Customer Accounting	Monthly	7	84	Reports
	Organizational history report	Yearly	1	1	Organization History Report
	Statistical reports containing data provided by customers from DIFS and feeder systems	Monthly	2	24	Statistical Reports
	Reports, retrievals, letters, & advise for miscellaneous projects	Weekly	100	4440	Cases
	Written/oral reviews for management	Yearly (As Required)	446	446	Reviews
	Reports and statistical summaries as result of detailed analysis.	Monthly	1	12	Audit Reports
	Plan of action and reports for miscellaneous projects	Monthly	1	12	Reports
C-5.1.1	Number of one-time studies			120	
	Completed miscellaneous projects	Monthly	10	120	Projects
C-5.1.1	Number of special projects			179	
	Reduced Negative Unliquidated Obligations (NULOs) and Unmatched Disbursements (UMDs) in corporate international customer accounting	Monthly	As Required	134	Transactions
	Non-Standard Reports and Analysis for miscellaneous FMS Army projects	Yearly	45	45	Estimates From Performing

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
					Activities
C-5.1.1	Number of policy evaluations			710.4	
	Coordinated policy and procedure information for Corporate International Customer Accounting	Weekly	15	666	Cases
	Provided advise/info for Corporate policy	Weekly	1	44.4	Cases
C-5.1.2.1	Corporate Financial Accounting, Reporting, and Reconciliation				
C-5.1.2.1	Number of transactions			219,046	
	Automated Interface of SII,SXI,SJI,SYI, and SZI Transactions to PTC	Monthly	14,500	174,000	Transactions
	Implemented Basic cases via UPDATED DIFS DATABASE	Daily	8	1,776	Cases
	Cases reopened via updated DIFS database	Yearly (As required)	100	100	Cases
	Updated DIFS database for transactions on FMSO Cases	Yearly (As required)	1,015	1,015	Cases
	Transactions updated to DIFS database for SDAF case line management	Biweekly	44	976.8	Lines
	Line closure in system for SDAF Case Line Management	Weekly	3	133.2	Lines
	SDAF closure approval	Biweekly	966	21445.2	Lines
	Updated PBAS for EA or fax approval	Monthly	100	1,200	Cases
	Corporate Implementation of Amendments/Modifications	Daily	70	15,540	RSNs
	Corrections and transactions updated after analyzing abnormal conditions	Quarterly	715	2,860	Cases
C-5.1.2.1	Number of reconciliations			27,395	
	DSCA 1200 System reconciled to DIFS with Amendment Control Data	Daily	61	13,542	RSNs
	DSCA 1200 System reconciled to DIFS with Amendment Control Data	Daily	1	222	Retrievals
	SDAF case lines reconciled in system	Weekly	2	88.8	Cases
	Reconciled data from DIFS And 1200 system	Daily	61	13,542	RSNs
C-5.1.2.1	Number of reports			43,420	
	Quarterly report to DSCA and IA; Update DIFS for lease management	Daily	110	24,420	Cases
	Quarterly report to DSCA; Update DIFS for royalty fee management	Daily	60	13,320	Lines

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Updated arrearage report; management report to DSCA; letters to customers	Monthly	192	2,304	CCs
	Preliminary cash analysis report; interest assessment and footnotes	Quarterly	35	140	Reports
	Collection History Report	Daily	10	2,220	Retrievals
	Consolidated Problem Disbursement reports for DFAS-HQ and DSCA	Monthly	69	828	Reports
	Consolidated problem disbursement reports for DFAS-HQ and DSCA, consolidated departmental reporting for all Security Assistance appropriations, as well as all additional yearend reports	Yearly	188	188	Reports
C-5.1.2.1	Number of Actions/Events			27,274	
	Reviewing work of Junior Accountants	Daily	117	25,974	Events
	Consolidated departmental reporting for all Security Assistance appropriations	Monthly	100	1,200	Events
	Authority to issue OA	Yearly	100	100	Events
C-5.1.2.2	Departmental Financial Accounting, Reporting, and Reconciliation				
C-5.1.2.2	Number of transactions			584,292	
	Outgoing 7112 Register Transactions	Monthly	4,800	57,600	Report records
	Army status of funds: obligation records	Monthly	26,000	312,000	Records
	Edit/Validation Resolution	Monthly	10	120	Rejects
	State Department Disbursement Transactions Processed by Client Server	Monthly	3,875	46,500	Transactions
	Disbursements posted in DIFS	Monthly	14,000	168,000	Transactions
	Obligation Authority for Implementation of basic case	Monthly	6	72	Obligation Authorizations
C-5.1.2.2	Number of reconciliations			1,074	
	Monitor/Work Cash Reconciliation Differences	Monthly	88.5	1,062	Reconciliations
	FICS formatted disbursement file	Monthly	1	12	Reconciliations
C-5.1.2.2	Number of reports			12,028	
	SOF Report Consolidation and Edit/Validation	Monthly	18	216	Reports
	Budget Execution Reports	Monthly	2	24	Reports
	Cash Disbursement By-Other Reports	Monthly	32	384	Reports
	Briefing narratives & presentation monthly to senior staff for problem disbursements	Monthly	3	36	Service Reports
	Prompt Payment Interest Report	Quarterly	1	4	Reports

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	RCS CSCFA-218, RCS CSCFA-302, RCS CSCFA-304, and general ledger (Accounting for Army Prompt Payment Interest)	Monthly	4	48	Transactions
	RCS CSCFA-110	Weekly	1	44.4	Requests
	RCS CSCFA-302	Monthly	1	12	Requests
	RCS CSCFA-304	Monthly	1	12	Requests
	Policy and procedures for accounting for Army write-off procedures	Yearly	4	4	Policies
	Undistributed disbursement adjustments and reports	Monthly	20	240	Reports
	Fiscal station status of approved resources feedback reports	Monthly	772	9,264	Reports
	Status of administrative/SAO allotment reports summary/detail	Monthly	16	192	Reports
	Status of direct cite allotment reports	Monthly	2	24	Reports
	Army status of funds report: obligations by object class	Monthly	2	24	Reports
	Acct Report. (M) 1002 Appropriation Status by Fiscal Yr. Program, and Sub Accts.	Monthly	4	48	Reports
	DD1176/SF-133 Report on Budget Execution	Monthly	4	48	Reports
	FMS 2108 Year End Closing Statement	Yearly	2	2	Reports
	Obligation Authority Reports (Army Status of Funds)	Monthly	6	72	Reports
	Prompt Payment Act Report	Quarterly	1	4	Reports
	Extracted and/or downloaded status and disbursement files for Army Status of Funds Report	Monthly	11	132	Reports
	Problem Disbursement Narratives	Monthly	2	24	Reports
	Trend Analysis (Problem Disbursements)	Monthly	3	36	Reports
	NULO Reports	Monthly	33	396	Reports
	Uncleared disbursement Reports	Monthly	16	192	Reports
	RADSS-DBMS-ATAAPS Reports	Monthly	11	132	RADSS
	RADSS Budget Reports	Biannual	27	54	RADSS
	DIFS Reports	Monthly	2	24	Reports
	RADSS-Internal records	Monthly	28	336	Records
C-5.1.2.2	Number of financial instruments prepared			420	
	Process Chargebacks	Monthly	35	420	Vouchers
C-5.1.2.2	Number of Air Force Departmental Accounting Records maintained			48,338	

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Master Departmental Cash Accounting Records Maintained	Monthly	4,028	48,338	Records
C-5.1.2.2	Number of actions/events			2,316	
	FBWT Management: Improved overall fund balancing procedures with treasury	Yearly	12	12	Events
	Data for Accounting for Army Write-off Procedures	Weekly	1	44.4	Requests
	Coordinated IBA response to DSAMS update	Monthly	1	12	Responses
	Functional requirements for process development	Yearly	4	4	Development
	Army disbursement history reports	Weekly	10	444	Responses
	Adjusted CLD uploads or denied requests	Monthly	2	24	Responses
	Data and information	Daily	8	1,776	Cases
C-5.1.2.3	Installation Financial Accounting, Reporting, and Reconciliation				
C-5.1.2.3	Number of transactions			635,021	
	Adjustments To Commitments	Yearly	13,224	13,224	Transactions
	OPAC Processing	Yearly	1,896	1,896	Transactions
	For-Self Expenditures Processed	Yearly	173,600	173,600	Transactions
	Expenditure Authority Requests	Yearly	37,032	37,032	Transactions
	Interfund Processed	Yearly	16,670	16,670	Transactions
	Obligation Transactions Processed	Yearly	141,588	141,588	Transactions
	Cross-Disbursement Transactions Processed	Yearly	2,483	2,483	Transactions
	Funding Adjustments Recorded	Yearly	300	300	Transactions
	General Ledger Report (for Fund Acct)	Monthly	31	372	Transactions
	General Ledger Report (Processed Interfund Bills)	Monthly	6	72	Transactions
	Disbursement and EAIDS No.	Monthly	1,200	14,400	Transactions
	EA retrieved on DELMAR disbursements	Monthly	1,200	14,400	Transactions
	Processed JV/1080	Yearly (As Required)	144	144	Lines
	Prevalidation disbursements for approval	Monthly	1,440	17,280	Transactions
	Correct out of balance conditions (quality assurance functions)	Yearly (as required)	405	405	Corrections
	Necessary Corrections made to SF1081s (quality assurance functions)	Yearly	10,789	10,789	Transactions

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Payment to Contractor (Vendor pay support)	Monthly	35	420	Transactions
	Lines of Accounting (L/A) on SF 1081, 621, 4400, RCRA	Monthly	111	1,332	Lines
	Certify L/A on SF1081, 621, 4400,etc	Monthly	111	1,332	Lines
	All case transactions	Daily	45	9,990	Transactions
	All case transactions	Yearly	6,600	6,600	Transactions
	Update MISIL/STARS DIFS/CERPS	Daily	40	8,880	Transactions
	Update CERPS/STARS/MISIL/DIFS/DCAS	Yearly	45,060	45,060	Lines
	Corrected transactions	Yearly	4,800	4,800	Transactions
	CERPS Updates	Yearly	612	612	Transactions
	Valid disbursements entered into accounting systems (Manual prevalidation of disbursements)	Weekly	59	2619.6	Transactions
	Problem Disbursements Transactions	Daily	9.27	2059	Transactions
C-5.1.2.3	Number of reconciliations			14,772	
	Contract Reconciliation	Monthly	2	24	Contracts
	Reconciled expenditures in PBAS / DELMAR	Yearly	14,400	14,400	Reconciliations
	General Ledger Report (reconciled acct data, obligations, disbursements)	Monthly	20	240	Transactions
	Completed Contract Reconciliations	Monthly	9	108	Contracts
C-5.1.2.3	Number of reports			2,254	
	Generate Security Assistance Reports	Yearly	246	246	Reports
	General Ledger Report (Fund Acct)	Monthly	1	12	Reports
	RCS CSCFA 110	Weekly	18	799.2	Reports
	RCS CSCFA 218	Monthly	1	12	Reports
	RCS CSCFA 112	Monthly	1	12	Reports
	NSFOP	Biweekly	2	44.4	Reports
	DELMAR	Monthly	1	12	Reports
	NULO Report	Monthly	3	36	Reports
	All Status/ Cash Reports for NULOs and problem disbursements	Monthly	50	600	Reports
	RCS CSCFA 304	Monthly	12	144	Transactions

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	RSC TREAS 1061	Monthly	4	48	Transactions
	Corrected CSCFA 218 Report	Monthly	6	72	Reports
	Obligation Reports	Monthly	7	84	Reports
	DIFS/STARS/MISIL/CERPS Update. DSCA, HQ reports	Monthly	3	36	Reports
	Various WARS reports	Monthly	4	48	Reports
	DSCA reports	Monthly	1	12	Reports
	CERPS/DIFS/DCAS Updates	Monthly	1	12	Reports
	Admin reports for output	Monthly	1	12	Reports
	Obligations Recorded on Behalf of Customer (Report 3B)	Monthly	1	12	Reports
C-5.1.2.3	Number of actions/events			96,864	
	Updated transactions to systems or procedures	Yearly (As Required)	60	60	Updates
	Receive contract requests to reconcile	Monthly	7	84	
	Prepare Financial Instruments (1080s, 1081s, Journal vouchers, MIPRs)	Yearly	15,564	15,564	Instrument
	Funds Deficiency Notifications	Yearly	600	600	Notifications
	Requested OA	As required	48	48	Requests
	Updated transactions to accounting records	As required		30	Updates
	Corrected out of balance condition	Yearly	50	50	Corrections
	Copy of contracts or mod/amend pulled	Monthly	10	120	Boxes
	Answered status questions on contracts and cases	Monthly	7	84	Responses
	Completed contracts folder	Monthly	9	108	Contracts
	Update CERPS/DCAS/MISIL/STARS	Yearly (STARS)	10,220	10,200	Lines
	CERPS/DCAS/DIFS MISIL/STARS Update	Yearly	59,880	59,880	Lines
	Cleared problem disbursements	Daily	4	888	Cleared Disbursements
	Follow-up with customer to assure transactions have been processed	Daily	21.96	4876	Events
C-5.1.2.3	Number of vouchers			440	
	Prepared 1080 for self-reimburse vouchers	As required	80	80	Vouchers
	Vouchers/Request for OBS by case	Yearly	360	360	Cases

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
C-5.1.2.3	Number of reviews			552	
	Reviewed ULO Amounts	Yearly	432	432	Reviews
	FMS lines reviewed	Yearly	120	120	Lines
C-5.1.3	Cash Management Accounting				
C-5.1.3	Number of transactions			228,956	
	Direct Commercial Sales Transactions updated to DIFS database and contractor disbursements	Quarterly	12	48	Transactions
	Send telexes to country managers, send faxes, emails, letters	Daily	48	10,656	Telexes
	Corporate cash accounting: Customer letters & updated transactions to DIFS Database	Daily	192	42,624	Transactions
	Corporate Cash Accounting: Retrievals, reconciliation, spreadsheets, downloads, disks, reports, letters, phone calls, faxes, e-mails, memos, journal vouchers, collection/disbursement vouchers & logs	Monthly	9,790	117,480	Transactions
	Departmental Cash Reports and letters, Transaction to input to DIFS	Daily	145	32,190	Transactions
	SR disapproval or approval for EA (corporate intensive funds management)	Yearly (As Required)	6	6	Prog
	EA Approval	Yearly (As Required)	200	200	Approvals
	EA for Select Countries	Daily	1	222	EAs
	Expenditure Authority: notification to requestor, reports, spreadsheets, downloads, letters, telephone calls, faxes, e-mails, memos, journal vouchers	Daily	115	25,530	Cases
C-5.1.3	Number of online payments/collections			11,544	
	Payment made or collection received	Daily	52	11,544	Transactions
C-5.1.3	Number of standard billing statements			768	
	Customer Billing: Mailed bill & enclosures	Quarterly	192	768	Billings (Countries)
C-5.1.3	Number of non-standard billing statements			88	
	Special bill letter and STOFR report	Quarterly	21	84	Billings (Countries)
	German Special billings & TSO retrievals	Quarterly	1	4	Billings (Countries)
C-5.1.3	Number of reconciliations			10,080	
	Reconciled Expenditure Authority reports,	Daily	40	8,880	Events

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	history extract of PTC transactions, EA/Disbursements comparison reports				
	Departmental Cash: Validated/reconciled amounts to Treasury figures	Monthly	100	1,200	Events
C-5.1.3	Number of reports			69,550	
	Financial Forecast Report	Quarterly	1	4	Reports
	TSO Retrieval for Cash to Disbursement/Collection	Daily	5	1,110	Reports
	Comments and recommendations on TSO Adhoc report (adverse financial condition report)	Quarterly	150	600	Reports
	Reports & e-mails (Adverse Financial conditions report)	Quarterly	15	60	Reports
	Updated transactions for Financial Forecast Review	Yearly (As Required)	13,300	13,300	Cases
	TSO retrievals for Customer Billing reports	Quarterly	2	8	Reports
	Special bill letter and STOFR report	Monthly	1	12	Reports
	Data/Report to customer for corporate intensive accounting	Yearly (As Required)	20	20	Prog
	Adhoc Reports (Corporate Intensive Accounting)	Daily	2	444	Reports
	Adhoc Reports/General Ledger Reports	Daily	5	1,110	Reports
	Letter req. funds (2 or 4 copies)	Yearly (As Required)	2	2	Prog
	Cash Management: Reconciliation reports, management reports, updated Database	Daily	192	42,624	Country Cases
	Daily cash disbursement reports	Daily	5	1,110	Receipts
	Manage FRB and commercial investment accounts: Letters to customers; account reconciliation; Management cash reports.	Daily	34	7,548	Reports
	TSO Retrieval FRB Report	Weekly	1	44.4	Reports
	Expenditure Authority: TSO Retrieval of Cash History	Daily	1	222	Retrievals
	Corporate Cash Accounting: TSO Retrieval of Adhoc Reports	Daily	5	1,110	Reports
	Adverse Financial Condition Report	Daily	1	222	Reports
C-5.1.4	Administration				
C-5.1.4	Number of presentations			816	
	Senior management presentations provided	Monthly	2	24	Presentations

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Presentations provided for Army Policies	Yearly	40	40	Presentations
	Evaluated requirements and projected recommendations to management	Yearly	2	2	Evaluations
	DFAS-DE/I statistical data corporate charts (PowerPoint charts 1 through 31); plus briefing charts for internal and external customers	Yearly	750	750	Presentations
C-5.1.4	Number of plans and initiatives			15,164	
	Director call agenda report	Quarterly	4	16	Reports
	Approved organizational or business plan for Army	Yearly	4	4	Plans
	Training Plans / Approval of Training	Yearly	22	22	Plans
	LDRPS Plans	Monthly	2	24	Plans
	LDRPS Reports, presentations, and database updates for living disaster recovery plan	Monthly	4	48	Reports
	Nonstandard reports and analysis and responses	Yearly	18	18	Responses
	Completed analysis and reports (miscellaneous projects)	Yearly (As required)	24	24	Requests
	Reports, retrievals, letters, & advise for miscellaneous projects	Weekly	250	11,100	Cases
	Completed miscellaneous projects	Yearly	2,204	2,204	Projects
	Training sessions provided on closure	Yearly	6	6	Sessions
	OJT, training classes provided	Yearly (As required)	170	170	Classes
	FMS classified safes checked	Yearly	1,528	1,528	Security Safe Checks
C-5.1.4	Number of Inventories			1	
	Updated inventory in property accountability system	Yearly	1	1	Events
C-5.1.4	Number of Administration Tasks			68,256	
	Request to DISA (AF form 3215)	Monthly	2	24	Requests
	I/IA/IB/IC/IP Updated records for disaster preparedness	Monthly	264	3,168	Reports
	Delivered pieces of mail	Yearly	60,232	60,232	Pieces of Mail
	Logged and distributed classified messages	Yearly	180	180	Messages
	Available supplies on hand	Monthly	4	48	Work Orders
	Available equipment on hand	Monthly	35	420	Work Orders
	Compliance with DFAS-DE safety program	Yearly	30	30	Requests
	Coordinate/Follow-up	Weekly	4	177.6	Awards Events

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	(Deputate Awards Monitor)				
	Research/Coordinate/Follow-up	Weekly	4	177.6	Receipts
	Request to DFAS-DE/PM (DFAS-DE form 34)	Daily	1	222	Requests
	Completed SF52 (to HR)	Monthly	12	12	SFs
	Send to Manager for information and distribution	Monthly	16	16	SFs
	Organizational/functional statement	Monthly	1	12	Statements
	7 Biannual budget estimates provided	Biannual	27	54	Estimates
	2 Daily directorate focal point for budget initiatives	Daily	4	888	Directives
	Responses to CCC, DFAS-HQ, DFAS-DE	Monthly	3	36	Responses
	Compliance with regulation including reconciliations and reports.	Monthly	1	12	Reports
	5/ IP CPCP card oversight	Yearly (As required)	9	9	Accounts
	Audit report for CPCP card holders	Yearly	3	3	Card POCs/ Approving Official/ Audits
	Compliance with security regulations	Daily	3	666	Cases Classified in Safes
	Compliance with security regulations	Weekly	6.09	270.4	Updates
	Safekeeping storage, transmission, removal, and destruction of classified material.	Yearly (Performed Daily as required)	300	300	Actions
	Compliance with security regulations	Daily	1	222	Cases
	Training Needs Assessment Process	Yearly	23	23	Plans
	Directorate Plan (Training Needs Assessment)	Yearly	1	1	Reports
	Format/Coordinate/Follow-up	Monthly	38	456	Forms
	Quotas available (TMS & DISAM training)	Weekly	3	133.2	Requests
	Provided update to DISAM	Monthly	1	12	Updates
	Research/Coordinate/Follow-up	Monthly	3.08	37	Requests
	Budget/Research/Coordinate for Travel	Yearly	270	270	Actions
	CPWG Meetings; Sent/Received records from/into the LDRPS database	Monthly	2	24	Meetings

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Beginner's/Advanced Classes for focal point for training	Monthly	10	120	Classes
C-5.1.4	Number of Personnel Actions/Reports			816	
	Completed MDR	Monthly	8	96	Changes
	Biweekly personnel roster report	Monthly	1	12	Reports
	Personnel vacancy status report	Monthly	1	12	Reports
	Completed UMD to CR and HR	Monthly	6	72	Changes
	Annotated UMD with recent changes	Monthly	1	12	Changes
	Completed form for in/out processing	Monthly	1	12	Forms
	SF 52 "Personnel Action", employee counseling, etc.	Yearly (As required)	300	300	Actions
	Signature approval, correspondence/E-mail with comments, etc.	Yearly (As required)	300	300	Actions
C-5.1.5	Customer Relationship Management				
C-5.1.5	Number of customer visits/liaison meetings			169	
	Visits with customers to maintain Army division customer liaisons	Yearly	4	4	Visits
	Customer Liaison: Attendance at MTG/reports/response to customer/conduct meeting	Yearly (As required)	125	125	Requests
	Meetings faxes and phones calls	Yearly	10	10	Meetings
	Attend interface meetings with OASD, DSCA, DFAS, MILDEPs and externals auditors (GAO & DODIG)	Yearly (As Required)	30	30	Meetings
C-5.1.5	Number of customer problems			24	
	Case reconciliation meetings	Yearly	24	24	Meetings
C-5.1.5	Number of financial accounting guidances			4,613.4	
	Guidance issued for Corporate policy	Daily	20	4,440	Cases
	Corporate Policy: info provided to DSCA and MILDEPs	Yearly	81	81	Requests
	Provided advise/info for Corporate policy to OASD, DSCA, and MILDEPs	Weekly	1	44.4	Cases
	Transmission and video conferencing for policy and procedural requirements DOD FMR, DOD 7000.14-R (Security Assistance policy and procedures), DOD 5105.38-M (Security Assistance Management Manual) and other applicable Security Assistance policy and regulations.	Yearly	48	48	VTC/AUDIO Conferences
C-5.1.5	Number of customer requests			82,778	
	Satisfy Customer Requests	Yearly	600	600	Requests

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Provided information/data in correspondence to customer support	Monthly	12	144	Responses
	Data or Information provided to maintain liaison with DSCA, OUSD, DFAS-HQ and Mil. Depts.	Yearly	30	30	Responses
	Lines reviewed (Customer Work Requests)	Weekly	64	2841.6	Requests
	Army Disbursement Histories	Weekly	5	222	Responses
	Data and information provided to customer liaison	Daily	35	7,770	Cases
	Data to DSCA AND MILDEPs for Corporate international customer accounting	Daily	192	42,624	CCs
	Customer needs met (to maintain liaison with DSCA and Mil. Depts.)	Daily	1	222	Responses
	Coordinate and maintained customer satisfaction (Maintain liaison with DSCA and Mil. Depts.)	Yearly	1,936	1,936	Events
	Customer satisfaction from OASD, DSCA, and MILDEPs	Monthly	32	384	Events
	Satisfy Customer Requests	Yearly	26,004	26,004	Requests
C-5.1.5	Number of Reports			634	
	Case data reports	Monthly	2	24	Reviews
	Adhoc Reports for Customer Liaison	Daily	1	222	Reports
	Reports and letters to DSCA and military departments	Monthly	5	60	Reports
	Presentations provided for Corporate policy and FMFIA	Quarterly	4	16	Presentations
	Meetings, charts & graphs for Corporate policy and FMFIA	Monthly	1	12	Meetings
	Maintained liaison with OASD, DSCA, MILDEPs and external auditors on statistical data, policy and audit recommendations	Yearly	300	300	Transmissions
C-5.1.6 Systems Definition, Assistance, and Management					
C-5.1.6	Number of functional tests			90	
	Computer system meets customer needs and required objectives through functional analysis	Yearly	26	26	Events
	Reviewed products through test execution	Yearly	7	7	Tests
	Final Army Systems Test	Yearly	50	50	Tests
	Computer system meets customer needs and required objectives through system change execution	Yearly	7	7	Events
C-5.1.6	Number of software approvals			53	

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Prepared requirements analysis	Yearly	53	53	Work Orders
C-5.1.6	Number of software changes			38	
	Computer system meets customer needs and required objectives through system change approval	Yearly	7	7	Events
	SAAMSS and STANFINS SYSTEMS UPDATES	Monthly	1	12	Updates
	Country and Edit Table Changes	Monthly	1	12	Requests
	Improved systems capability	Yearly	7	7	Events
C-5.1.6	Number of data retrievals/requests			2,353	
	Advise/info on DIFS system Test Planning	Quarterly	12-Nov	47	Cases
	Provided user support for FMS Systems	Yearly	500	500	Actions
	Army Training Sessions	Yearly	8	8	Sessions
	User Support: New or modified funding/disbursement queries and/or Access Databases	Monthly	1	12	Changes
	User support: provided Information and Training	Daily	3	666	Requests
	Element of Resource Table	Monthly	4	48	Elements
	Information and access to system's files for Customer Support and training	Monthly	2	24	Events
	Training for Customer Support provided	Monthly	2	24	Changes
	Customer support, DIFS update	Monthly	6	72	Transactions
	Enhanced customer support (DISA/DMC-OK for DIFS and interfacing systems)	Monthly	1	12	Events
	Provided info and advise to system users	Quarterly	10	40	Cases
	Provided assistance/support to users	Daily	4	888	Events
	Provide system support for PBAS users	Monthly	1	12	Actions
C-5.1.6	Number of SCRs			136	
	Response to drafts/changes for DIFS system and SCRs approved for testing and final FDs, SCRs, SPRs, and MEMs.	Monthly	3	36	Responses
	Approved system change requests	Yearly	100	100	Completed SCRs
C-5.1.6	Number of Reports			7	
	Test reports for applicable systems test analysis	Yearly	7	7	Reports
C-5.1.6	Number of Access Tasks			2,594	
	Add, change or delete system's access	Monthly	2	24	Changes

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
	Access Provided to systems	Monthly	2	24	Changes
	CMCS System Security - Establishing, Changing, or Deleting User IDs	Yearly	500	500	Requests
	Authorization given to system users	Yearly	1,380	1,380	Events
	Processed CCRs and ELAN accounts	Daily	3	666	accounts
C-5.1.7	Delivery Reporting				
C-5.1.7	Number of transactions			1,505,493	
	Manual Delivery Reporting	Monthly	3,183	38,196	Transactions
	Adhoc Reporting for FMS Order Case Management	Quarterly	1	4	Reports
	Automated Delivery Reporting	Monthly	56,979.25	683,751	Transactions
	Clearance of Delivery Interface Transactions	Yearly	2,712	2,712	Transactions
	Automated Interface of NA/ND/NX/NZ Transactions to PTC	Yearly	721,947	721,947	Transactions
	SA3 updated for delivery transactions	Weekly	3	133.2	Updates
	645 BILL (transactions)	Monthly	2,500	30,000	Transactions
	Transactions to SA3 Updated	Yearly	132	132	Transactions
	Updated DIFS database for Performance/Delivery Reporting Management	Yearly (Performed Biweekly)	14,300	14,300	Cases
	Updated DIFS database for Surcharge management	Yearly (Performed Biweekly)	14,300	14300	Cases
	Updated transactions to DIFS for financial supply discrepancy reports	As required	6	6	Updates
	Line closure in system for Financial Supply Discrepancy Reports	Monthly	1	12	Lines
C-5.1.7	Number of delivery report exception errors			150	
	Rejected Delivery Transactions Cleared	Yearly	150	150	Transactions
C-5.1.7	Number of Corrections			100	
	Corrected Interfund bills	Yearly	100	100	Transactions
C-5.1.7	Number of Reports			684	
	Process Supply Discrepancy Reports (SDRs)	Yearly	672	672	Requests
	Customer satisfaction from provided presentations	Monthly	As required	12	Presentations

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
C-5.1.8	Case Closure				
C-5.1.8	Number of closures			1,884	
	Final statement of account for case closure	Monthly	157	1,884	Cases
C-5.1.8	Number of Transactions			1,333.20	
	Non Stock Fund Orders and Payable	Weekly	3	133.2	Transactions
	Reconciled FMS transactions	Yearly	480	480	Cases
	Record status into database	Monthly	60	720	Transactions
C-5.1.8	Number of TFRs			4,154	
	Total Final Report (TFR) Record Deletions	Yearly	2,994	2,994	Transactions
	Set TFR Flags In CMCS	Yearly	1,100	1,100	Transactions
	Provide TFR Notifications To OPLOCs	Yearly	60	60	Notifications
C-5.1.8	Number of research/validation tasks			847	
	Validation of accessorials	Yearly	700	700	Cases
	Changes to regulations, policy, or procedures	Monthly	12	144	Cases
	Completed action items for case closure	Yearly	3	3	Actions
C-5.1.8	Number of lines reconciled			4,945	
	FMS Case Reconciliation At Line-Level	Yearly	865	865	Lines
	Case Reconciliation At Line-Level	Yearly	3,600	3,600	Lines
	Closure certificate for case closure	Monthly	40	480	Transactions
C-5.1.8	Number of reports			1,531	
	FMS Army case closure: Staff Papers for FMS Army case closure	Yearly	3	3	Reports
	Worksheet/e-mail to Navy	Monthly	50	600	Emails
	Final closed cases	Yearly	702	702	Cases
	ACC/EACC case closure TSO retrieval report	Quarterly	1	4	Reports
	Interim W/ULO STMT (ACC/EACC)	Daily	1	222	Cases
C-5.1.8	Number of reconciled cases			888	
	Reconciled cases for Case Closure	Weekly	20	888	Cases
C-5.1.8	Number of adjustments			48	
	Coordinated adjustments for case closure	Monthly	4	48	Cases

PWS Paragraph Reference	Measure	Original Data		Work Count	Unit of Measure
		Frequency	Quantity		
C-5.1.8	Number of lines certified			666	
	Case lines certified	Weekly	15	666	Requests

Table J-6.3 DFAS Workload Backlog Status

Office	Backlog	Hours	Impact
AWADD A/O Sep 13	SDAF Reconciliation	65	Additional duties in the BQ area have in SDAF taking a backseat. We can't ignore it too long, or the client will be unhappy.
	AWAAD Sub-Total	65	
AWADS A/O Sep 13	AIT Case Accounting and T-10 Installation Accounting (T-20)	2087	New FMS case accounting for AIT FMS cases and assumption of T-10 accounting per DSCA request.
	Fiscal Year 1996 BQ Reconciliation Work	1820	Reconciliation between SAARMS and BQ systems required to resolve outstanding discrepancies for YE.
	Kuwait FMS Cases - Perf. Reporting/Posting of Civ. Pay (97- 99)	1000	Installation Accounting Status of these FMS cases is significantly misstated
	Accounts Control Reconciliation Work Between BQ/CMCS	500	Outstanding reconciliations back through Fiscal Year 1996 remain outstanding.
	Completion of SAO Self-Paced Training Course	475	IADS currently lacks any formalized training material for new SAO accounting personnel.
	Completion of State Department Voucher Clearance SOP	450	Currently, the State Department Voucher Clearance functions are not documented via an SOP.
	Complete posting of Civilian Pay Costs For 97-99	400	Due to DCPS/BQ systems interface problems, Civilian Payroll costs for 97-99 have not posted to BQ.
	ODR Reporting and Processing of For/By-Others Transactions	350	Processing of ODR and For/By-Others Disbursements on a timely basis is essential for SOF.
	Misc. Projects (A-76 etc.)	300	Any special project requirements will exacerbate workload backlog catch-up schedule
	State Department Voucher Clearance Functions	260	Currently incurring over 20 Hours overtime per pay period to process current State Dept. disbursements.
	Meetings/Conferences	200	Normally incur four annual weeklong financial management conferences each year.
AWADS	Completion of final revisions to State Dept. Training Course	90	State Department Voucher Clearance Area currently is largely undocumented (Training & SOPs)

Office	Backlog	Hours	Impact
	AWADS Sub-Total	7932	
AWAFD A/O Sep 15	Air Force Case/Line Reconciliations	2,832	Inhibit AF case closures, delay case & line reconciliations, Inordinate & unnecessary out of balance conditions. Backlogs and dissatisfaction for customers
	Total Final Reporting (TFR) Actions	300	Delays in reconciling out of balance conditions with corresponding delays in case closures for Air Force
	Research of Prior Cash I Reconciling Items	40	Recurring cash out of balance conditions
	AWAFD Sub-Total	3,172	
AWAFI A/O Sep 15	Fund Balance with Treasury	2080	Reconciliation of Undistributed would not be accomplished.
	Army Suspense/Reconcile suspense to the UIDR	1500	Problem Disbursements will not be reduced by this amount. Newer Army suspense will continue to become aged, thereby, contributing to problem disbursements.
	Research and resolution of CPN suspense created prior to Oct 1996.	850	The older CPN suspense requires extensive research. Problem disbursements will never be reduced by this amount.
	Research and resolution of CPN suspense created after Oct 1996.	500	Backlog adds to our problem disbursements. PD's will not be reduced.
	Chargebacks residing in MAFR 3875 account	500	Amounts residing in 3875 receive high visibility. We have just received training and access from DFAS-DE/A to attempt to clear FMS amounts. Currently, the backlog is quite large. Procedure requires amount to be cleared from account 60 days after original posting.

Office	Backlog	Hours	Impact
AWAFI A/O Sep 15	Preparation of desk procedures/Standard Operating Procedures	500	There are no detailed desktop procedures for many of our functions. Lack of written instruction will delay the learning curve and add to inconsistencies of procedure within the branch.
	7113 Reconciliations/ Suspense	500	May inhibit or delay case reconciliation and/or case closure. Uncleared reconciliations will continue to be included in Problem Disbursements.
	Thorough analysis of systems requirements. New systems requirements are constantly being tasked which must be worked in conjunction with everyday functions.	200	DCMS, DCAS, DPPS, DCD, Workload Realignment, BRAC, Powertrac™ have all created increased workload. Without adequate preparation for implementation of these systems, customer service could decrease and a work stoppage could occur.
	Requests for research, analysis and problem resolution.	100	Could decrease customer service, inhibit case closure and increase problem disbursements.
	AWAFI Sub-Total	6730	
AWAFT A/O Sep 15	Reconciliations: NULOs, UMDs, Tri-Annual Review, Case Closure	2087	May inhibit or delay case closure, increase in problem disbursements, delay of case reconciliation, abnormal balances for reporting purposes.
	7113 Reconciliations	500	May inhibit or delay case reconciliation and/or case closure. Uncleared reconciliations will continue to be reported as problem disbursements.
	Reconciliation of 57F3875.0IPA Suspense Account	400	Prohibits the identification and resolution of transactions greater than 90 days old.
	Total Final Reporting (TFRs)	300	May prohibit the clearing of 7113 reconciliations. Disbursement/ reimbursement balances remain on financial reports even though case and/or line is closed.

Office	Backlog	Hours	Impact
	Preparation/Updating of Desk Procedures/OJT	230	There are no detailed written instructions on how to perform duties for the 1004/INL programs. Some desk procedures need to be updated as a result of system changes or other initiatives. Lack of written documentation could very well have a major impact on the MEO. Lack of on the job training results in certain duties not being performed and a poorly informed worker. In addition, new procedures for the Informational Program, Waived Admin Fees, and ENJJPT will need to be identified.
	TBO Uncleared	100	Uncleared cycles over 60 days will continue to keep transactions reported as problem disbursements and slow the closure of FMS cases.
IAFT	Requests for research, analysis and problem resolution.	100	Lack of customer support. May inhibit case closure or reconciliations, increase problem disbursements or delay corrective actions.
	System analysis for new initiatives.	100	DCMS/DFB, DCAS, DCD, DPPS and Powertrac™ all take time from everyday work. Thus, creating a backlog in other areas.
	Billings	50	INL (International Narcotics Law) billings to State Dept remain unbilled and prohibit the collection of monies due AF. Aviation Leadership Program (ALP) billings remain unprocessed and prohibit the recording of filled orders collected.
	ITO Filing	40	Prohibits locating and identifying country/case/line/wscn/sfx travel orders to TBO charges that are unsupported.
	AWAFT Sub-Total	3907	

Office	Backlog	Hours	Impact
AWBA A/0 Aug 28	Policy and Procedures for DFAS-IN 37-1 & DMRD Vol. 15 Appendix C.	1040	DFAS and Army offices no longer have current policy and procedures for security assistance, resulting in severe audit and customer country criticism, loss of MILDEP funds and inability to instruct new employees.
	AWBA Sub-Total	1040	
AWBAD A/0 Aug 28	Resolution of prior period funds, status/ CER, and ULO accrual variances.	473	Perpetuates out of balance conditions between installation and Departmental level records. Variances could create inhibitors to case reconciliation and case closure.
	Disbursement Balancing Report Reconciliations.	320	May inhibit case closure, delay case reconciliation, or create backlog for our customers.
AWBAD	Requests for research, analysis, and problem resolution.	120	May inhibit case closure, delay case reconciliation, increase problem disbursements, create backlogs for our customers, or delay corrective action taken.
	Preparation and training for FY-end.	100	Backlog could result in abnormal year-end funding or disbursement balances and delays or invalid year-end reporting.
	AWBAD Sub-Total	1013	
AWBAI A/0 Aug 28	TBO Uncleared	100	Uncleared cycles will continue to keep transactions in the problem disbursement area and slow the closure of FMS cases.
	AWBAI Sub-Total	100	
AWBND A/0 Sep 14	Contract Reconciliation for Case Closure	1815	Could delay case closure or the clearing of problem disbursements.
	Case Closure Backlog	370	Delay case closure and impact the DSCA EACC priorities.
	AWBND Sub-Total	2185	
AWBNI A/0 Aug 11	Case Reconciliation	200	Delay case closure and preparation of data for CRR.

Office	Backlog	Hours	Impact
	EACC Closure	160	Will not meet DSCA goals and could be forced closed with systems out of balance.
	FRS Input	120	Impacts problem disbursements and the clearing of financial exceptions.
	Interfund Maintenance	80	Delays case closure and creates problem disbursements.
	FRS Suspense	40	This suspense file needs to be corrected on a monthly basis and if not done will impact problem disbursements.
	State Dept/Cross Disbursement	40	Data must be corrected and input or the case or problem disbursement will be impacted.
	AWBNI Sub-Total	640	
AWCC A/0 Sep13	Bill note follow-ups, analysis of abnormal conditions, analysis of accessorial, CAS and LSC computes, analysis of MAP/Credit cases.	2000	There are a number of retrievals that identify abnormal conditions which impact the DD 645. Not having the time to isolate the problems and work with the MILDEPs on the corrections impacts our billing accuracy.
	Preparation of desk procedures/Standard Operating Procedures.	750	Detailed written instructions on how to perform some of the duties in ICC need to be rewritten. Failure to have current written documentation will present problems with the implementation of the MEO.
	Preparation of training packages.	750	ICC Country Managers have been tasked with developing training packages for the new employees. Not having the time to develop these packages has delayed the learning process for the new employees.
	Internal control reviews.	200	Each branch chief is required to complete annual internal control reviews of the critical processes in their branch. Failure to complete these reviews could result in non-detection on an internal control weakness.
	AWCC Sub-Total	3700	

Office	Backlog	Hours	Impact
AWCFC A/0 Sep 8	Undistributed research.	960	Delay case reconciliation & closure, increase problem disbursements.
	Appropriation 11X6147 preposition.	480	Delay case reconciliation & closure.
	Country code 99 reconciliation.	320	Country account balances.
	Treasury cash validation.	300	Detail country cash & summary Treasury cash should equal country cash balances.
AWCFC	Country code EI reconciliation.	160	Country account balances.
	AWCFC Sub-Total	2220	
AWCFS A/0 Sep 14	FoxPro™ to Access™ conversion	1600	Convert all the FoxPro™ database programs to the DFAS approved Access™ database software.
	Voucher Input Processing system corrections.	800	Correct and update the VIPS to interface with the disbursing system.
	Contingency Reporting.	300	Develop and document procedures for Contingency Operations changes.
	Policy library update	300	Review, update, and organize policy and procedures library
	AWCFS Sub-Total	3000	
AWCFR A/0 Sep 5	None at current time.	0	Will probably be using some overtime during year-end and CFO processing (Oct-Jan).
	Total "AW" Backlog Hours	35,334	

Table J-6.2 Estimated Travel Requirements

Year	Number of Trips within the U.S.	Number of Trips Overseas	Total Trips
1997	278	17	295
1998	234	16	250
1999	184	15	199
Average Year	232	16	248
Yearly Average Percentage	94%	6%	100%